



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Patricia Ford, Treasurer
Service Employees International Union
Political Campaign Committee
1313 L Street NW
Washington, DC 20005

NOV 1 2000

Identification Number: C00004036

Reference: August Monthly Report (7/1/00-7/31/00)

Dear Ms. Ford:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The total listed on Line 6(c), Column B of the Summary Page appears to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B total. Please amend your report and any subsequent reports that may be affected by this correction.

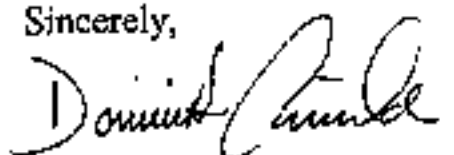
-Your calculations for Line 6(d), Column B appear to be incorrect. Please provide the corrected total(s) on the Summary Page.

-The Summary Page discloses \$239,924.91 on Line 6(c), but the Detailed Summary Page shows the Line 19 total to be \$238,924.91. These figures should be the same. Please amend your report accordingly.

-Schedule B supporting Line 23 of your report discloses a contribution(s) to the House Democratic Campaign Committee. Please clarify whether this is a federal committee(s), as there does not appear to be a committee(s) registered with the Commission under this name(s). In the event this is a non-federal committee(s), please disclose it on Schedule B supporting Line 29 of the Detailed Summary Page.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dominick Ciaraldi".

Dominick Ciaraldi
Reports Analyst
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, transfers, and any other financial activity. The document also highlights the need for regular reconciliation to identify and correct any discrepancies as soon as possible.

In the second part, the focus shifts to the classification of transactions. It provides a detailed breakdown of how different types of transactions should be categorized for proper accounting treatment. This includes distinguishing between capital and revenue transactions, as well as identifying the correct accounts to debit and credit for each entry. The document also covers the treatment of non-monetary transactions and the impact of exchange rates in international trade.

The third part of the document addresses the issue of timing and the recognition of revenue and expenses. It explains the accrual basis of accounting, which requires transactions to be recorded when they occur, regardless of when the cash is received or paid. This section also discusses the importance of matching revenues with the expenses incurred to generate them, ensuring that the financial statements provide a true and fair view of the company's performance.

Finally, the document concludes with a summary of the key principles and practices discussed throughout the text. It reiterates the importance of accuracy, consistency, and transparency in financial reporting, and encourages the use of sound judgment in all accounting decisions. The document serves as a comprehensive guide for anyone involved in the financial management of a business, providing both theoretical insights and practical advice.